

Research Assistant

This is a 8-month, full-time position at the Program Evaluation and Resource Center (PERC) at the Center for Health Care Evaluation, VA Palo Alto Health Care System, Menlo Park Division. PERC conducts nationwide program evaluations of substance use disorder treatment programs in the Veterans Affairs Health Care System. The person in this position will be responsible for ongoing monitoring of treatment program staff's implementation of new substance use disorder services designed to enhance patients' access to care and to increase the quality of care.

Research Assistants work closely with senior PERC staff at the Center for Health Care Evaluation in Menlo Park (www.chce.info).

Responsibilities include:

- Surveying and conducting telephone interviews with treatment program staff
- Maintaining systems for tracking data collection process
- Coding data
- Constructing, documenting, and maintaining computer data files
- Conducting bibliographic searches
- Assisting with preparation of reports, presentations, and manuscripts.

Qualifications:

- Coursework in research methods/statistics
- Strong interpersonal and organizational skills
- Good telephone interviewing skills
- Detail orientation
- Ability to write clearly and concisely
- Research experience and experience with SPSS desirable

Application Requirements and Instructions:

Applicants **MUST**:

- (a) Be a United States Citizen
- (b) Have a Bachelors' degree in Social or Life Sciences

These conditions are non-negotiable. If you do not meet both of these conditions, please do not apply for this position.

This position is active for **8 months from the start date**, and pays \$20 per hour. Employment cannot be guaranteed past the initial seven-month period. No benefits provided.

Send cover letter/resume to:

Steve Tracy
VAPAHCS (152-MPD)
795 Willow Road
Menlo Park, CA 94025
or
Fax: (650) 617-2736
or
Email: percposition@hotmail.com

NO PHONE CALLS PLEASE!